



Position Description

Position Title:	Administrative & HR Assistant
Reporting to:	Senior Administrative & HR Officer
Positions Directly Managed:	None
Date of Preparation:	September 2012

Position Summary

The Admin & HR Assistant is primarily responsible for handling administrative and HR functions for the Program as a whole, and providing specific assistance to the Program's Manager as needed.

Essential Duties

- Develops a general understanding of the Program's services in order to provide the required administrative assistance and support.
- Assists the Senior Admin & HR officer in conducting HR functions for the Program.
- Uses JEDCO HR system to enter personnel information related to the Program's staff, such as the general information that needs to be entered upon hiring new staff, staff vacations, social security, income tax, etc.
- Schedules appointments for the Program Manager.
- Handles company visitors and phone calls in an efficient manner.
- Maintains office filing system.
- Assists the Outreach and Communications team in conducting travel arrangements for Program's staff.
- Assists in the coordination of Program's events.
- Liaises with the Procurement Officer regarding the purchase of office supplies and stationery and keeps a log of office supplies and stationery to ensure that staff needs are met promptly.

Qualifications

- Bachelor's degree in Business Administration, Management, Accounting, or any related field.
- Minimum of 2 years experience in Administrative work. USAID experience is preferable.

Required Skills/ Knowledge

- Communication and interpersonal skills.
- Team work and coordination skills.
- Ability to manage multiple tasks.
- Excellent organization and time management skills.
- Ability to schedule tasks effectively and to pay attention to details.
- Excellent computer skills.
- Good command of English language (Written and oral).

General Accountabilities

- Accountable for the adherence to, and understanding of, Program's and JEDCO's standards and regulations.
- Knows and adhere to current organizational Standards of Conduct as outlined in the Personnel and Operations Manual.
- Promotes an environment of teamwork within the Program through effective communications skills.
- Maintains standards of confidentiality at all times.



Position Description

Position Title:	USAID Compliance Officer
Reporting to:	Program Manager
Positions Directly Managed:	None
Date of Preparation:	September 2012

Position Summary

The Compliance Officer is responsible for ensuring that the SMEFP work is in compliance with the USAID policies and regulations and follows the rules and processes identified in the manuals developed for the Program. He/she is also responsible for providing feedback and reports to the Program's Manager on the results of compliance checks.

Essential Duties

- Develops excellent understanding of the USAID policies and regulations pertinent to the SMEFP.
- Develops a process/methodology that he/she will apply to quality assure and check compliance of the Program's work against USAID policies and regulations, and implements it.
- Ensures that the Program's operations follow the rules and processes identified in the manuals developed for the Program.
- Provides feedback to Management and submits timely reports to USAID.
- Attends committee review meetings to provide insight and input as necessary.

Qualifications

- Bachelor's degree in Business Administration, Finance, Accounting, or any related field. Master's degree and/or professional certification is preferred.
- Minimum of 7 years experience in quality assurance/compliance or any related field. USAID experience is highly preferred.

Skills/ Knowledge

- Familiarity with the USAID policies and procedures relevant to the Program and ability to acquire the needed knowledge quickly and easily.
- Excellent quality assurance and compliance skills.
- Excellent analytical and report writing skills.
- Ability to gain cooperation of staff and management to obtain needed information.
- Excellent computer skills.
- Fluency in English language (Written and oral).

General Accountabilities

- Accountable for the adherence to, and understanding of, Program's and JEDCO's standards and regulations.
- Knows and adhere to current organizational Standards of Conduct as outlined in the Personnel and Operations Manual.
- Promotes an environment of teamwork within the Program through effective communications skills.
- Maintains standards of confidentiality at all times.



Position Description

Position Title:	Finance & Operations Component Lead
Reporting to:	Program Manager
Positions Directly Managed:	-Senior Admin & HR Officer -Senior Accountant -Senior Procurement Officer -Senior Outreach & Communications Officer -Assigned JEDCO support staff
Date of Preparation:	September 2012

Position Summary

The Finance & Operations Component Lead is responsible for setting strategies and plans for the Finance and Operations Component and ensuring their implementation. The Finance & Operations Lead is responsible for supervising and managing the Component's staff and activities to ensure fulfillment of beneficiaries' needs and alignment with the Program's policies and standards.

Essential Duties

- Sets strategies and plans of his/her Component and ensures their implementation.
- Leads and manages staff to ensure productivity and job satisfaction.
- Manages the financial operations in the Program including financial analysis and reporting.
- Ensures that the accounting function, procurement, outreach & communications, admin and HR are performed as required.
- Manages the budget of the Finance & Operations Component according to the Program's strategies and priorities.
- Submits required reports to management on the progress of work, opportunities and challenges.
- Provides input for the M&E Specialist on the component's performance in a timely manner.

Qualifications

- Bachelor's Degree in Finance, Business Administration, Accounting, or any related field. Master's degree and/or professional certification is preferred.
- Minimum of 7 years of experience including management in similar positions. USAID experience is preferred.

Skills/Knowledge

- Extensive knowledge and skills in finance.
- Ability to manage administration and HR functions.
- Excellent communications and interpersonal skills.

- Excellent leadership and management skills.

General Accountabilities

- Accountable for the adherence to, and understanding of, Program's and JEDCO's standards and regulations.
- Knows and adhere to current organizational Standards of Conduct as outlined in the Personnel and Operations Manual.
- Promotes an environment of teamwork within the Program through effective communications skills.
- Maintains standards of confidentiality at all times.



Position Description

Position Title:	Grants Administrative Assistant
Reporting to:	Senior Grants Administration Officer
Positions Directly Managed:	None
Date of Preparation:	September 2012

Position Summary

The Grants Admin Assistant is primarily responsible for conducting all administrative and logistical activities and assisting the Senior Grants Officer in his/her work including the solicitation activities, orientation, contracting, and financial recording, tracking and reporting.

Essential Duties

- Assists the Senior Grants Officer during the grants solicitation phase, including compiling data related to RFA, releasing of RFA, filtering applications to ensure alignment with SMEFP objectives, and assisting in the logistics of the orientation session for potential beneficiaries.
- Assists Senior Grant Officer in designing a tracking tool to capture the progress of the granting process, and collects data needed for tracking.
- Performs all necessary follow up and coordination with all parties involved in the granting process.
- Follows up with grantees on all requirements and make sure that they submit all necessary documents as set in the grants manual.
- Assists the Senior Grant Officer in preparing for the contracting process.
- Assists the Grants Senior Officer in the post-award activities.
- Assists the Grants Senior Officer in performing the close-out functions according to the grants manual.
- Maintains an accurate and up-to-date file on each grant.

Qualifications

- Bachelor's degree in Finance, Accounting, Business Administration, or any related field.
- Minimum of 2 years experience of admin work preferably in grants administration. USAID experience is preferable.

Skills/ Knowledge

- Communication and interpersonal skills.
- Team work and coordination skills.
- Knowledge of accounting and book-keeping.
- Excellent organization and time management skills.
- Knowledge of USAID regulations related to grants administration is preferred.
- Ability to schedule tasks and give attention to details.

- Excellent computer skills.
- Good command in English (Written and oral).

General Accountabilities

- Accountable for the adherence to, and understanding of, Program's and JEDCO's standards and regulations.
- Knows and adhere to current organizational Standards of Conduct as outlined in the Personnel and Operations Manual.
- Promotes an environment of teamwork within the Program through effective communications skills.
- Maintains standards of confidentiality at all times.



Position Description

Position Title:	Grants & Technical Assistance Component Lead
Reporting to:	Program Manager
Positions Directly Managed:	-Senior Grants Finance Officer -Senior Grants Administration Officer -Senior Technical Assistance Officer
Date of Preparation:	September 2012

Position Summary

The Grants & Technical Assistance Lead is responsible for setting strategies and plans for his/her Component and ensuring their implementation. He/she is responsible for supervising and managing the Component's staff and activities to ensure fulfillment of beneficiaries' needs and alignment with the Program's policies and standards.

Essential Duties

- Sets strategies and plans to his/her component and ensures their implementation.
- Leads, manages, and motivates staff to ensure productivity and job satisfaction.
- Promotes the technical and financing services provided by the Program.
- Ensures that financial and technical assessment and diagnostics are carried out in the most effective and efficient manners.
- Sets standards for utilizing outsourced consultants to perform the technical and financing activities.
- Ensures that the documentation of the SMEs financing and technical evaluations and diagnostics is done effectively so that they can be referred to at any time.
- Ensures best coordination between the Program and the financial institutions involved in the Program's activities.
- Manages the budget of the component according to the Program's strategies and priorities.
- Submits required reports to the management on the progress of work, opportunities and challenges.
- Provides input for the M&E Specialist regarding the component's performance in a timely manner.

Qualifications

- Bachelor's degree in Finance, Business Administration, or any related field. Master's degree and/or professional certification is preferred..
- Minimum of 7 years of experience including management in similar positions. USAID experience is preferable.

Skills/ Knowledge

- Communication and interpersonal skills.

- Leadership, management, and supervisory skills.
- Excellent presentation skills.
- Excellent business writing skills.
- Excellent computer skills.
- Knowledge and experience working outside of Amman.

General Accountabilities

- Accountable for the adherence to, and understanding of, Program's and JEDCO's standards and regulations.
- Knows and adhere to current organizational Standards of Conduct as outlined in the Personnel and Operations Manual.
- Promotes an environment of teamwork within the Program through effective communications skills.
- Maintains standards of confidentiality at all times.



Position Description

Position Title:	Grants Finance Officer
Reporting to:	Senior Grants Finance Officer
Positions Directly Managed:	None
Date of Preparation:	September 2012

Position Summary

The Grants Finance Officer is responsible for assessing grants applications and preparing beneficiaries to obtain grants and access to financing institutions. He/she is also responsible for providing financial advisory assistance to SMEs.

Essential Duties

- Promotes the SME financing Program services towards companies intending to raise financing in the form of credit or grant.
- Assesses eligibility and undertake diagnoses to assess the financial status and documents of the SMEs.
- Provides financial advisory coaching to beneficiaries.
- Prepares the final file to be submitted to the involved financial institutions and/or to the grants/TA committees.
- Follows up on the implementation of the projects and assists SMEs in the implementation of the projects.

Qualifications

- Bachelor's degree in Finance, Accounting, Business Administration, or any related field. Master's degree and/or professional certification is preferred.
- 3 years of working experience in SME and corporate finance, financial planning, financial structuring, feasibility studies, or SME banking and credit in consultancy firms or banks.

Skills/ Knowledge

- Excellent financial analysis and advisory coaching skills.
- Excellent communication and interpersonal skills.
- Excellent presentation skills
- Excellent computer skills.
- Fluency in English (Written and oral).

General Accountabilities

- Accountable for the adherence to, and understanding of, Program's and JEDCO's standards and regulations.
- Knows and adhere to current organizational Standards of Conduct as outlined in the Personnel and Operations Manual.

- Promotes an environment of teamwork within the Program through effective communications skills.
- Maintains standards of confidentiality at all times.



Position Description

Position Title:	Senior Grants Finance Officer
Reporting to:	Grants & Technical Assistance Component Lead
Positions Directly Managed:	Grants Finance Officer
Date of Preparation:	September 2012

Position Summary

The Senior Grant Finance Officer is responsible for assessing grants applications and preparing beneficiaries to obtain grants and access to financing institutions. He/she is also responsible for providing financial advisory assistance to SMEs and continuing coordination with financial institutions.

Essential Duties

- Promotes the SME financing Program services towards companies intending to raise financing in the form of credit or grant.
- Assesses eligibility and undertakes diagnoses to assess the financial status and documents of the SMEs.
- Provides financial advisory coaching to beneficiaries.
- Prepares the final file to be submitted to the involved financial institutions and/or to the grants/TA committees.
- Follows up on the implementation of the projects and assists SMEs in the implementation of the projects.
- Manages a portfolio of beneficiaries' accounts to assist them in implementation and follows up on their progress until close out.
- Coordinates with financial institutions in support of Program's beneficiaries.

Qualifications

- Bachelor's degree in Finance, Accounting, Business Administration, or any related field. Master's degree and/or professional certification is preferred.
- 6 years of working experience in SME and corporate finance, financial planning, financial structuring, feasibility studies, or SME banking and credit in consultancy firms or banks.

Skills/ Knowledge

- Excellent financial analysis and advisory coaching skills.
- Excellent communication and interpersonal skills.
- Excellent presentation skills.
- Excellent computer skills.
- Fluency in English (Written and oral).

General Accountabilities

- Accountable for the adherence to, and understanding of, Program's and JEDCO's standards and regulations.
- Knows and adhere to current organizational Standards of Conduct as outlined in the Personnel and Operations Manual.
- Promotes an environment of teamwork within the Program through effective communications skills.
- Maintains standards of confidentiality at all times.



Position Description

Position Title:	Monitoring & Evaluation Specialist
Reporting to:	Program Manager
Positions Directly Managed:	None
Date of Preparation:	September 2012

Position Summary

The M&E Specialist is responsible for developing the Program's M&E framework, including performance indicators; output and impact. He/she is also responsible for designing data collection tools, and preparing M&E reports and submitting them as required.

Essential Duties

- Develops the Program's M&E frame work and educates staff on it.
- Sets M&E plans and schedules and communicates them to staff.
- Designs data collection tools and collect data based on pre set schedules.
- Submits M&E reports to management.
- Provides feedback and direction to staff to maintain alignment with the M&E framework.

Qualifications

- Bachelor's degree in Business Administration, Finance, Accounting, or any related field. Master's degree is preferred.
- Minimum of 6 years experience in monitoring and evaluation. USAID experience is highly preferred.

Skills/ Knowledge

- Excellent communications and report writing skills.
- Ability to gain cooperation of staff to obtain needed information.
- Knowledge and experience working outside of Amman.
- Excellent computer skills.
- Fluency in English language (Written and oral).

General Accountabilities

- Accountable for the adherence to, and understanding of, Program's and JEDCO's standards and regulations.
- Knows and adhere to current organizational Standards of Conduct as outlined in the Personnel and Operations Manual.
- Promotes an environment of teamwork within the Program through effective communications skills.
- Maintains standards of confidentiality at all times.



Position Description

Position Title:	Outreach & Communications Coordinator
Reporting to:	Senior Outreach & Communications Officer
Positions Directly Managed:	None
Date of Preparation:	September 2012

Position Summary

The Outreach & Communications Coordinator is primarily responsible for assisting the Outreach & Communications Senior Officer in the implementation of activities. He/she is responsible for handling all support and logistical activities needed to implement the Outreach and Communications strategy and plans in a timely manner.

Essential Duties

- Coordinates and follows up advertisement placements, including contacting press, purchase requests, booking/faxing ads, confirmation, and clipping.
- Maintains a proper filing system for all media clippings (paper and electronic), and ensures that clippings are clipped, scanned, photocopied, filed, and distributed.
- Prepares charts, tables, and PowerPoint presentations, in English and Arabic for communications and outreach activities.
- Actively participates in coordinating the communications and outreach activities, before and during the execution of the meetings / training / events, i.e. preparing folders, inserts, name and table tags, charts, tables, in English and Arabic in addition to onsite registration.
- Document training activities and prepare a data base of trainees that can produce needed reports,
- Assists the Senior Outreach and Communications Officer in conducting travel arrangement for program's staff and beneficiaries.
- Enter the training activities on the USAID TrainNet.
- Makes all logistical arrangements needed for training activities, including printing of training materials, preparing training folders, name tags, handing of evaluation forms and tabulating data.
- Assists in evaluating vendor bids for communication and outreach -related services, creating and maintaining a proper filing system for all RFP's, IQC task orders, and deliverables.
- Maintains a video and picture library, and updates the photo gallery at the Website.
- Handles stationary and business cards orders.

Qualifications

- Bachelor's degree in a relevant field such as Communication, Management, Economics, Business, Social Science or other related fields.

- Minimum of 2 years of working experience in a relevant field. Experience in a funded program is preferred

Skills/ Knowledge

- Excellent communication and interpersonal skills.
- Ability to meet deadlines.
- Accuracy and attention to details
- Excellent computer skills.
- Good command of English (Written and oral).

General Accountabilities

- Accountable for the adherence to, and understanding of, Program's and JEDCO's standards and regulations.
- Knows and adhere to current organizational Standards of Conduct as outlined in the Personnel and Operations Manual.
- Promotes an environment of teamwork within the Program through effective communications skills.
- Maintains standards of confidentiality at all times.



Position Description

Position Title:	Program Manager
Reporting to:	JEDCO CEO
Positions Directly Managed:	-USAID Compliance Officer -Monitoring & Evaluation Specialist -Finance & Operations Component Lead -Grants & Technical Assistance Component Lead
Date of Preparation:	September 2012

Position Summary:

The Program Manager is responsible for providing leadership for the Program and managing its overall activities. He/she supervises and oversees the technical and operational functions to ensure efficient and effective service delivery.

Essential Duties

- Sets strategies for the SMEFP and provides leadership to achieve maximum results.
- Manages the Program's budget and effectively mobilizes its resources.
- Promotes the Program and presents it in events and occasions.
- Promotes a culture of team work, dedication, and cooperation in the Program.
- Liaises with the different parties involved in the Program, including, USAID, JEDCO, financial institutions, etc.
- Reports to Management and USAID on progress, opportunities, challenges, and success stories.
- Ensures that the Program's work is in compliance with the USAID rules and regulations.

Qualifications

- Bachelor's degree in Business Administration, Finance, Accounting, or any related field. Master's degree and/or professional certification is preferred..
- Minimum of 10 years experience, including running and managing SME development and financing projects. USAID experience is preferred.

Skills/ Knowledge

- Excellent leadership and people management skills.
- Excellent project management skills.
- Excellent knowledge and skills working with beneficiaries in Amman and the regions.
- Excellent financial planning and budgeting skills.
- Excellent presentation, writing, and communications skills.
- Excellent computer skills.
- Fluency in English language (Written and oral).

General Accountabilities

- Accountable for the adherence to, and understanding of, Program's and JEDCO's standards and regulations.
- Knows and adhere to current organizational Standards of Conduct as outlined in the Personnel and Operations Manual.
- Promotes an environment of teamwork within the Program through effective communications skills.
- Maintains standards of confidentiality at all times.



Position Description

Position Title:	Senior Accountant
Reporting to:	Finance & Operations Component Lead
Positions Directly Managed:	None
Date of Preparation:	September 2012

Position Summary

The Senior Accountant is primarily responsible for carrying out all accounting activities for the Program. He/she is also responsible for preparing reliable financial statements for the Program's management to control financial operations.

Essential Duties

- Ensures that accounting processes and procedures are implemented accurately and according to the Programs policies and regulations.
- Prepares and analyze detailed balance sheet, account reconciliations and annual financial budget.
- Prepares payments for staff based on the pay roll prepared by the Admin and HR Team and prepares payments for consultants based on their contracts.
- Deals with all issues related to SMEFP bank.
- Organizes accounting activities related to grant administration.
- Prepares monthly, quarterly, half-yearly and annual financial reports as required

Qualifications

- Minimum of Bachelor's degree in Finance, Accounting, Business Administration, or any related field. Professional certifications are preferred.
- Minimum of six years experience in Accounting. USAID experience is preferred.

Skills/ Knowledge

- Communication and interpersonal skills.
- Knowledge of USAID accounting principles.
- Applications of IT in accounting.
- Report writing skills.
- Ability to schedule tasks effectively and give attention to details.
- Excellent computer skills.
- Good command of English language (Written and oral).

General Accountabilities

- Accountable for the adherence to, and understanding of, Program's and JEDCO's standards and regulations.

- Knows and adhere to current organizational Standards of Conduct as outlined in the Personnel and Operations Manual.
- Promotes an environment of teamwork within the Program through effective communications skills.
- Maintains standards of confidentiality at all times.



Position Description

Position Title:	Senior Administrative & HR Officer
Reporting to:	Finance & Operations Component Lead
Positions Directly Managed:	Administrative & HR Assistant
Date of Preparation:	September 2012

Position Summary

The Senior Admin & HR Officer is primarily responsible for following up on the implementation of the SMEFP Personnel and Operations Manual and ensuring that the HR and administrative functions are carried out efficiently and in a timely manner. He/she is also responsible for managing the Admin & HR Assistant's work in support of Program's activities.

Essential Duties

- Develops a general understanding of the SMEFP in order to provide the required HR and administrative support.
- Follows up on the implementation of the SMEFP Personnel Manual, including all personnel functions.
- Coordinates with JEDCO HR Team in handling staff attendance, employee records, vacations, and ensures proper tracking of leaves using JEDCO HR system.
- Supervises the Admin & HR Assistant's work.
- Organizes staff procurement and selection and contracting and ensuring efficient use of JEDCO HR system to process personnel functions for the Program.
- Ensures that the Program's staff payroll is prepared in a timely manner using JEDCO HR system and submits it to the Senior Accountant to prepare the monthly salaries.
- Organizes staff appraisal, orientation program for new staff, training and development and staff incentives.
- Manages and Handles vacations and keeping updated records.
- Manages and handles employee entry and exit procedure.
- Manages staff health insurance system.
- Ensures that the Admin Assistant is maintaining a well organized SMEFP filing system.
- Ensures full cooperation with other teams, specially with regards to assisting in the coordination of Program's events and travel when requested.

Qualifications

- Bachelor's degree in Business Administration, Management, Accounting, or any related field. Training courses or certifications in HR management is a plus.
- Minimum of 6 years experience in HR and Administrative work. USAID experience is preferable.

Skills/ Knowledge

- Communication and interpersonal skills.
- Supervisory skills.
- Team work and coordination skills.
- Ability to manage multiple tasks.
- Applications of IT in HR.
- Excellent organization and time management skills.
- Ability to schedule tasks effectively and to pay attention to details.
- Excellent computer skills.
- Good command of English language (Written and oral).

General Accountabilities

- Accountable for the adherence to, and understanding of, Program's and JEDCO's standards and regulations.
- Knows and adhere to current organizational Standards of Conduct as outlined in the Personnel and Operations Manual.
- Promotes an environment of teamwork within the Program through effective communications skills.
- Maintains standards of confidentiality at all times.



Position Description

Position Title:	Senior Grants Administration Officer
Reporting to:	Finance & Operations Component Lead
Positions Directly Managed:	Grants Administrative Assistance
Date of Preparation:	September 2012

Position Summary

The Senior Grants Officer is responsible for the administration of grants contracts, review the grant beneficiaries' financial progress reports and the release of the grant payments. He/she is also responsible for ensuring that the grants process set forth in the Grants & Technical Assistance Manual is being adopted.

Essential Duties

- Implements the grant solicitation process including the preparation of RFA based on the input of the management and the different components, releasing of RFA, receiving grants applications, and conducting initial screening of applications to ensure alignment with SMEFP objectives.
- Supervises the work of the Grants Admin Assistant.
- Organizes the orientation sessions conducted to potential beneficiaries to explain the Program's objectives, areas of support, conditions and requirements.
- Tracks progress on the diagnostics, financial and technical evaluations until the awarding decisions are made using an appropriate tracking tool.
- Performs all activities related to contracting with awarded beneficiaries.
- Performs post-award functions, including budget and expense analysis, invoicing, financial reporting, reconciliations, and reallocation.
- Performs close-out functions according to the grants manual.
- Prepares final report and maintains an accurate file on each grant.

Qualifications

- Bachelor's degree in Finance, Accounting, Business Administration, or any related field. Master's degree and/or professional certification is a plus.
- 6 years experience in grants management. USAID experience is preferred.

Skills/ Knowledge

- Excellent communication and presentation skills.
- Excellent supervisory skills.
- Knowledge of financial operations and terminology.
- Knowledge of USAID regulations related to grants administration.
- Very good accounting and bookkeeping skills.
- Ability to monitor expenditures and maintain data.
- Knowledge and experience working outside of Amman.
- Excellent computer skills.

- Fluency in Arabic and English (Written and oral).

General Accountabilities

- Accountable for the adherence to, and understanding of, Program's and JEDCO's standards and regulations.
- Knows and adhere to current organizational Standards of Conduct as outlined in the Personnel and Operations Manual.
- Promotes an environment of teamwork within the Program through effective communications skills.
- Maintains standards of confidentiality at all times.



Position Description

Position Title:	Senior Outreach & Communications Officer
Reporting to:	Finance & Operations Component Lead
Positions Directly Managed:	-Outreach & Communications Coordinator -Technical Writer & Media Specialist
Date of Preparation:	September 2012

Position Summary

The Senior Outreach & Communications Senior Officer is primarily responsible for designing and implementing the outreach and communications strategies of the Program. He/she has a key role in positioning the Program, through awareness campaigns, events, networking, and publications.

Essential Duties

- Develops and implements communication strategies and plans that are aligned with the Program's objective.
- Manages the work of the Outreach & Communications Team.
- Designs awareness / outreach / digital media campaigns alerting specific target groups of the Program.
- Enhances the strategic positioning of the programs with partners, donors, media, and other stakeholders
- Oversees the production of printed materials and publications
- Organizes and manages the major events of the program
- Assists in observing and tracking related news, press releases and articles in the press.
- Assists in maintaining records of the program's campaigns/events (clippings, press releases, DVDs...etc).
- Ensures that all logistical activities related to training and events are carried out in an efficient and timely manner.
- Ensures proper documentation of training activities including a training data base.
- Ensures that travel arrangements are done efficiently and in compliance with USAID policy.

Qualifications

- Bachelor's degree in a relevant field. Masters degree is a plus.
- 6 years of working experience in a relevant field. Experience in similar programs is preferred.

Skills /Knowledge

- Excellent communication and interpersonal skills.

- Very good supervisory skills
- Proven ability to develop and implement effective communication strategies.
- Proven ability to position issues effectively; both orally and in writing.
- Ability to work effectively with the Program's stakeholders, including direct beneficiaries, NGOs, media, donor organizations, etc.
- Proven ability to manage and organize events.
- Knowledge and experience working outside of Amman.
- Excellent computer skills.
- Fluency in Arabic and English (Written and oral)

General Accountabilities

- Accountable for the adherence to, and understanding of, Program's and JEDCO's standards and regulations.
- Knows and adhere to current organizational Standards of Conduct as outlined in the Personnel and Operations Manual.
- Promotes an environment of teamwork within the Program through effective communications skills.
- Maintains standards of confidentiality at all times.



Position Description

Position Title:	Senior Procurement Officer
Reporting to:	Finance & Operations Component Lead
Positions Directly Managed:	None
Date of Preparation:	September 2012

Position Summary

The Senior Procurement Officer is primarily responsible for organizing and conducting all procurement activities for the SMEFP Program, including services and supplies and machinery for the internal use and purchases of the grants beneficiaries. He/she is responsible for ensuring compliance with procedures and policies set forth in the Grants & Technical Assistance Manual.

Essential Duties

- Implements the procurement policy and procedure set forth in the Grants and Technical Assistance Manual.
- Provides timely and quality delivery of procurement activities.
- Negotiates and follows up with vendors.
- Controls the operating finances and procurement budget.
- Organizes and implements the tendering process for procuring services and purchasing of equipment, furniture, and office materials for the SMEFP Program.
- Manages and tracks the procurement budget.
- Procures office supplies and stationery for the Program according to the procurement policy.

Qualifications

- Bachelor's degree in Finance, Accounting, Business Administration, or any related field.
- Minimum of 6 years experience in procurement. USAID experience is preferable.

Required Skills/ Knowledge

- Communication and interpersonal skills.
- Team work and coordination skills.
- Knowledge of USAID procurement regulations.
- Applications of IT in procurement.
- Negotiation skills.
- Excellent organization and time management skills.
- Knowledge of USAID regulations related to procurement is preferable
- Ability to schedule tasks and gives attention to details.
- Excellent computer skills.

- Good command of English language (Written and oral).

General Accountabilities

- Accountable for the adherence to, and understanding of, Program's and JEDCO's standards and regulations.
- Knows and adhere to current organizational Standards of Conduct as outlined in the Personnel and Operations Manual.
- Promotes an environment of teamwork within the Program through effective communications skills.
- Maintains standards of confidentiality at all times.



Position Description

Position Title:	Senior Technical Assistance Officer
Reporting to:	Grants & Technical Assistance Component Lead
Positions Directly Managed:	Technical Assistance Officer
Date of Preparation:	September 2012

Position Summary

The Senior Technical Assistance Officer is responsible for assessing proposals and evaluating grants and technical assistance applications, in addition to providing before and after financing TA. He/she is also responsible for drafting and reviewing the technical assistance TOR when external expertise is needed.

Essential Duties

- Assesses the technical part of the proposals and grants application to ensure that they are aligned with the Program's objectives and terms.
- Provides technical assistance to beneficiaries before and after financing in the areas of expertise.
- Drafts or reviews the technical part of the TOR when recruiting external resources to conduct the TA.
- Manages a portfolio of grants to assist beneficiaries in the implementation of their grants and follows up on their progress until the grants are closed out.

Qualifications

- Bachelor's degree in Industrial Engineering or any related field. Master's degree and/or professional certification is preferred.
- 6 years of working experience in SME in the technical assistance areas required by the Program or in firms providing technical assistance to SMEs.

Skills/ Knowledge

- Extensive knowledge and skills in one or more of the areas covered by the Program, mainly: internal systems (financial and accounting, costing, production and MIS), Accreditation and certification, Product design, factory layout, time and motion studies, marketing research, software requirements, and other relevant areas.
- Excellent communication and presentation skills.
- Excellent Training skills
- Excellent computer skills.
- Fluency in Arabic and English (Written and oral).

General Accountabilities

- Accountable for the adherence to, and understanding of, Program's and JEDCO's standards and regulations.
- Knows and adhere to current organizational Standards of Conduct as outlined in the Personnel and Operations Manual.

- Promotes an environment of teamwork within the Program through effective communications skills.
- Maintains standards of confidentiality at all times.



Position Description

Position Title:	Technical Assistance (TA) Officer
Reporting to:	Senior Technical Assistance Officer
Positions Directly Managed:	None
Date of Preparation:	September 2012

Position Summary

The Technical Assistance Officer is responsible for assessing proposals and evaluating grants and technical assistance applications, in addition to providing before and after financing TA. He/she is also responsible for identifying the type of support needed to SMEs and responsible for drafting and reviewing the technical assistance TOR when needed.

Essential Duties

- Assesses the technical part of the proposals and grants application to ensure that they are aligned with the Program's objectives and terms.
- Provides technical assistance to beneficiaries before and after financing in the areas of expertise.
- Drafts or reviews the technical part of the TOR when recruiting external resources to conduct the TA.
- Manages a portfolio of grants to assist beneficiaries in the implementation of their grants and follows up on their progress until the grants are closed out.

Qualifications

- Bachelor's degree in Industrial Engineering or any related field. Master's degree and/or professional certification is preferred.
- 3 years of working experience in SME in the technical assistance areas required by the Program or in firms providing technical assistance to SMEs.

Skills/ Knowledge

- Extensive knowledge and skills in one or more of the areas covered by the Program, mainly: internal systems (financial and accounting, costing, production and MIS), Accreditation and certification, Product design, factory layout, time and motion studies, marketing research, software requirements, and other relevant areas.
- Excellent communication and presentation skills.
- Excellent Training skills
- Excellent computer skills.
- Fluency in Arabic and English (Written and oral).

General Accountabilities

- Accountable for the adherence to, and understanding of, Program's and JEDCO's standards and regulations.
- Knows and adhere to current organizational Standards of Conduct as outlined in the Personnel and Operations Manual.
- Promotes an environment of teamwork within the Program through effective communications skills.
- Maintains standards of confidentiality at all times.



Position Description

Position Title:	Technical Writer and Media Specialist
Reporting to:	Senior Outreach & Media Specialist
Positions Directly Managed:	None
Date of Preparation:	September 2012

Position Summary

The Technical Writer and Media Specialist is primarily responsible for handling media and preparing content for written material including press releases, success stories, talking points/speeches, brochures, fact sheets, and news articles. He/she is also responsible for keeping the Program's web-site updated.

Essential Duties

- Identifies needs and opportunities for the Program's communications activities, and creates a variety of clear, well-written materials in both Arabic and English, including press releases, success stories, talking points/ speeches, brochures, fact sheets, and news articles.
- Translates documents related to communications activities from English to Arabic, and vice versa, with highest accuracy.
- Establishes and maintains strong and positive relations with the media to secure accurate and timely news coverage of the Program's activities.
- Maintains updated and accurate contact lists for news media, government and private sector stakeholders, and international organizations to ensure widespread dissemination of the Program news releases and informational materials.
- Monitors daily news coverage and maintains a press clipping archive of related articles.
- Manages the contracting of professional photographers and videographers to produce media-quality images of events, and coordinates timely development and delivery of images to appropriate news media.
- Generates positive publicity for the Program.
- Ensures that the program's website is kept updated with all press releases, success stories, studies, reports and other written materials.
- Manages content and assists in preparing monthly and quarterly reporting to USAID

Qualifications

- Bachelor's degree in a relevant field, such as Journalism.
- Minimum of 5 years of working experience in a relevant field. Experience in a USAID funded program is preferred.

Skills/ Knowledge

- Excellent communications skills.

- Excellent drafting abilities.
- Proven ability to position issues effectively; both orally and in writing.
- Good Knowledge of local media and communication organizations.
- Good organizational and planning skills.
- Knowledge and experience working outside of Amman.
- Excellent computer skills.
- Fluency in Arabic and English (Written and oral)

General Accountabilities

- Accountable for the adherence to, and understanding of, Program's and JEDCO's standards and regulations.
- Knows and adhere to current organizational Standards of Conduct as outlined in the Personnel and Operations Manual.
- Promotes an environment of teamwork within the Program through effective communications skills.
- Maintains standards of confidentiality at all times.